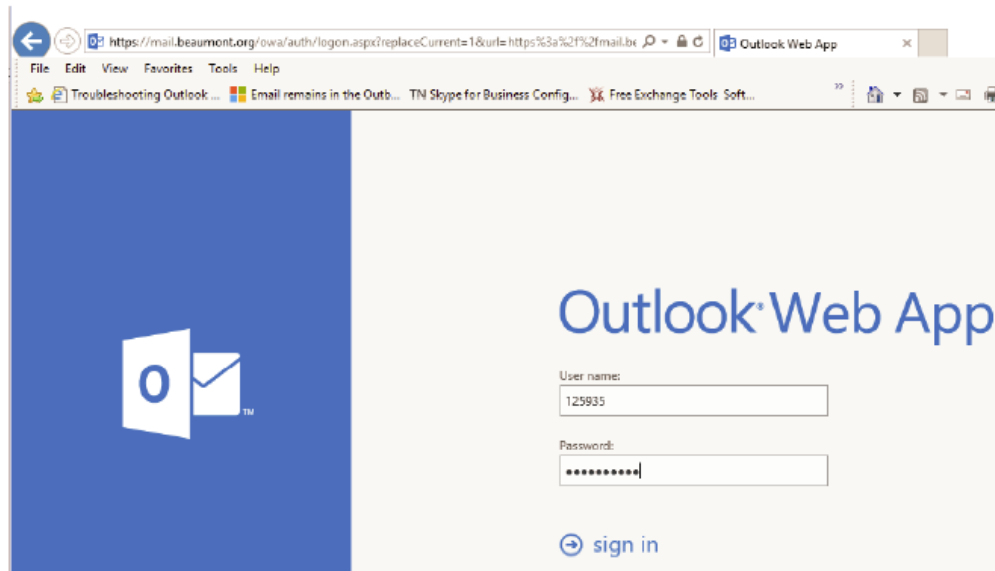


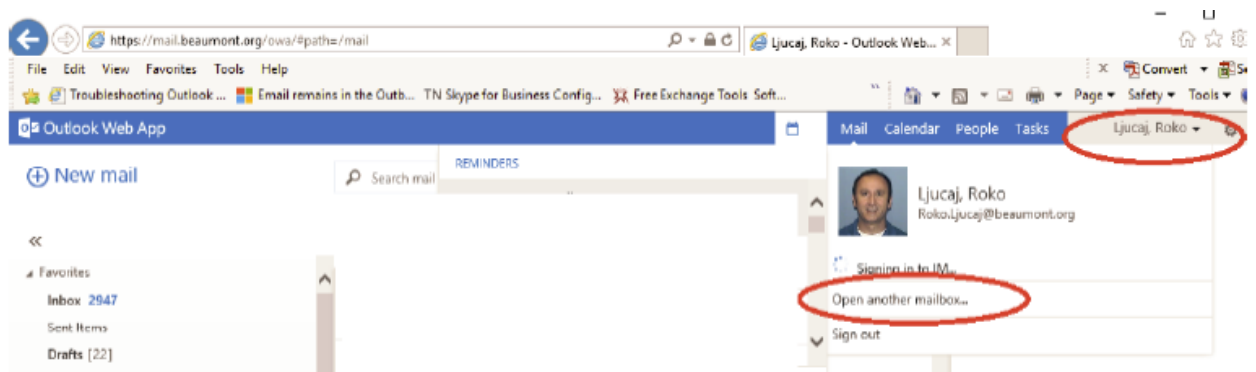
Microsoft Outlook: Accessing Another Individual's Mailbox Using Web App (OWA)

Note: Users can only open mailboxes they have full access to.

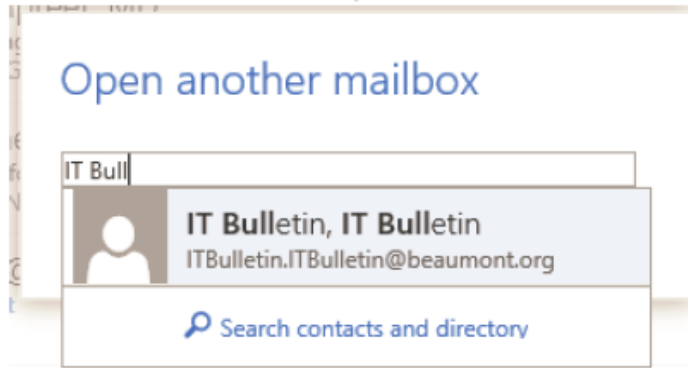
1. Log into <https://mail.beaumont.org>.



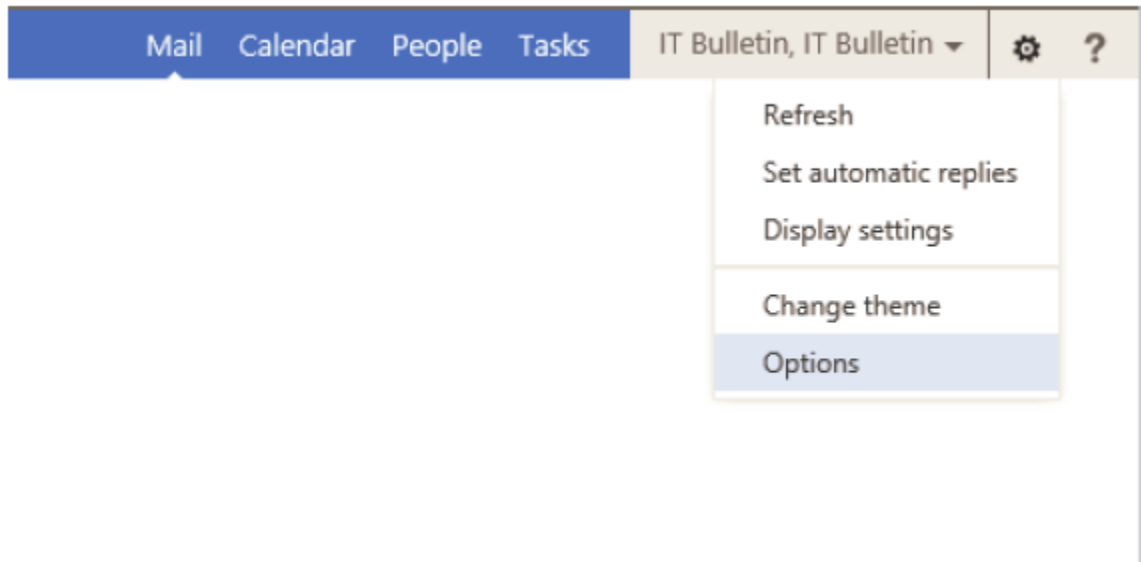
2. Once the user is logged in, have them click on their name in the upper right corner (circled in red), then click on **Open Another Mailbox** (circled in red).



3. When the next screen comes up, the user must type the name of the mailbox they want to open and then click on Search contacts and directory.



4. Have the user search the mailbox to be opened.
 - o **Note:** Users can only open mailboxes they have full access to.
5. Once the user has accessed the mailbox, instruct them to click on Options.



6. Instruct the user to select **Organize Email** and click on **Automatic Replies**. Have the user type in their automatic reply (out of office) and click **Save**.



options

account

organize email

settings

phone

block or allow

inbox rules **automatic replies** delivery reports

Create automatic reply (Out of Office) messages here. You can set your reply to start at a speci

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Sun 4/3/2016 10:00 PM

End time: Mon 4/4/2016 10:00 PM

Send a reply once to each sender inside my organization with the following message:

Calibri 12 B I U abc

save

7. Process is complete and the user can close the mailbox or mailboxes.